



**CITY OF LOS ALTOS  
CITY COUNCIL MEETING  
February 23, 2016**

**DISCUSSION ITEMS**

**Agenda Item # 9**

**SUBJECT:** Submit written ballots to appoint individuals to fill vacancies on the Design Review, Financial, and Planning and Transportation Commissions; and approve recommended adjustments to Commission terms

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**BACKGROUND**

The City Council appoints individuals to serve on various City Commissions and one Committee. Commissioners are appointed to four-year terms and may serve two consecutive terms, and in addition, the fulfillment of an unexpired term should they be so appointed.

**EXISTING POLICY**

Los Altos Municipal Code Chapter 2.08 – City Commissions Generally; City Council Norms and Procedures; and Commission and Committee Handbook

**PREVIOUS COUNCIL CONSIDERATION**

February 3, 2016; February 9, 2016 and February 22, 2016

**DISCUSSION**

A total of 11 Commission terms will expire in February 2016. Of those, four individuals were appointed or reappointed to terms on February 9, 2016. In addition, there was one vacancy due to a resignation prior to the end of the term. An individual has been appointed to that position.

After being notified of his appointment, one Planning and Transportation Commission appointee, Jonathan Clough, indicated he would need to decline appointment due to unforeseen family commitments. Therefore, one vacancy still exists on the Planning and Transportation Commission.

On February 9, 2016, the City Council directed the City Clerk to extend the recruitment period to fill the following positions:

Design Review Commission – 3 vacancies (terms to expire in September 2020)

Financial Commission – 3 vacancies (terms to expire in September 2019)

The recruitment period was extended to February 18, 2016. Due to the early publication requirements for the February 23, 2016 City Council meeting, a supplemental report with names of applicants will be published on February 19, 2016.

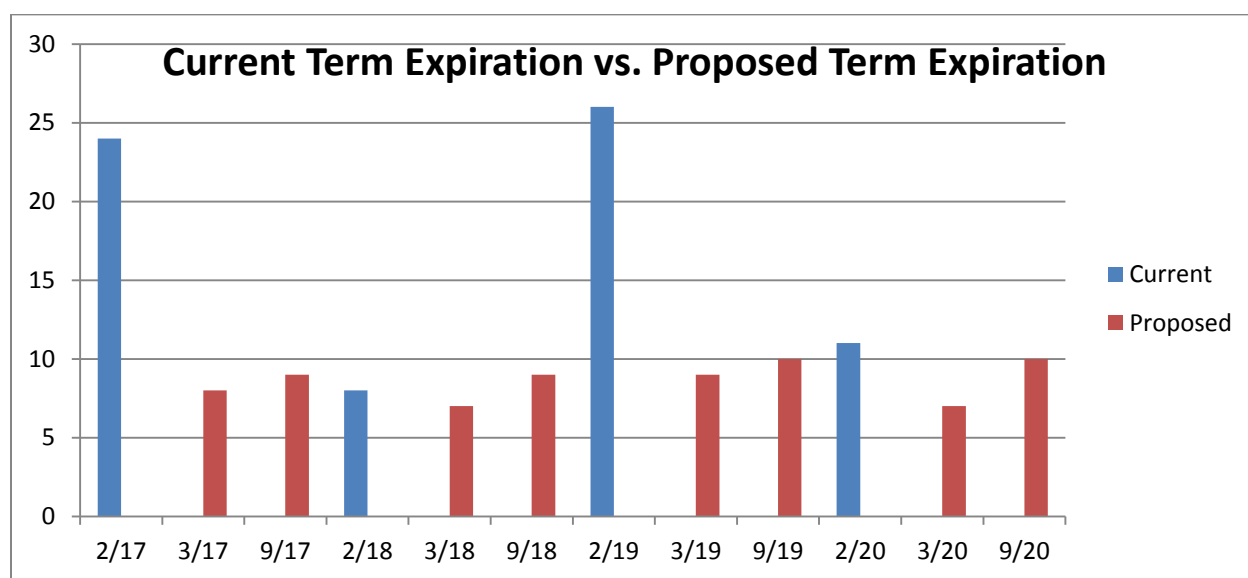
**Commission terms**

On January 12, 2016, the City Council considered recommended changes to the Commission and Committee recruitment, interview and appointment process. Two of the recommendations centered on balancing Commission term expirations. Specifically, adjusting terms to balance between even and odd years and to expire twice a year rather than once. At that time, Council directed staff to look at grouping term expirations by those Commissions which require similar skills and interests.

It is recommended that the Commissions be divided into four groups:

- Group A: Parks and Recreation (P&RC), Senior, Joint Community Volunteer Service Awards (JVAC) (*terms to expire in March 2017 and March 2019*)
- Group B: Financial, Public Arts, Library (*terms to expire in September 2017 and September 2019*)
- Group C: Environmental, Bicycle and Pedestrian Advisory (BPAC) (*terms to expire in March 2018 and March 2020*)
- Group D: Historical, Design Review (DRC), Planning and Transportation (PTC) (*terms to expire in September 2018 and September 2020*)

As shown in the following chart, the number of expiring terms at any one time will be between seven and ten.



With the recommended changes in term expirations, most Commissioners will receive an extension to their current term. Extensions will be either be one month (17 seats), seven months (24 seats) or 13 months (13 seats). Fifteen Commission terms (all members of the Financial and Historical Commissions and one member of the Environmental Commission) will be shortened by either five months (14 seats) or 11 months (1 seat).

Should Council desire to minimize the number of Commission terms that are shortened, an alternate recommendation would be to switch the Financial and Historical Commissions between their respective groups. Each of these Commissioners would then receive an extension of seven months to their terms.

In order to determine the one Environmental Commissioner who receives a shortened term, it is recommended that staff work with the Commission to determine which Commissioner receives the shortened term.

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*Submit written ballots to appoint individuals to fill vacancies on the Design Review, Financial, and Planning and Transportation Commissions; and approve recommended adjustments to Commission terms*

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The new terms would go into effect immediately.

**PUBLIC CONTACT**

The City Council conducted interviews for all positions described on February 3, 2016 and February 22, 2016.

Posting of the meeting agenda serves as notice to the general public.

**FISCAL/RESOURCE IMPACT**

None

**ENVIRONMENTAL REVIEW**

Not applicable

**RECOMMENDATION**

- A. Submit written ballots to appoint individuals to fill vacancies on the Design Review, Financial, and Planning and Transportation Commissions
- B. Approve recommended adjustments to Commission terms

**ALTERNATIVES**

- 1. Do not appoint some or all of the positions, and direct staff to conduct an additional recruitment
- 2. Adjust Commission term expirations differently

Prepared by: Jon Maginot, City Clerk/Assistant to the City Manager

Approved by: Marcia Somers, City Manager

**ATTACHMENTS:** None

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